

**BLOOMFIELD
MIDDLE/HIGH SCHOOL**



**STUDENT/PARENT
HANDBOOK
2025 - 2026**



Bloomfield-Mespo Local School District 2025-2026 School Year Calendar

Aug 13	Mespo's OPEN HOUSE (2-4pm)
Aug 18	MHS OPEN HOUSE (3-5pm)
Aug. 18 and 19	Teacher In-service
Aug. 20	First Day for Students
Sep. 1	No School - Labor Day
Sep. 26	Early Dismissal
Oct. 2	BMHS P/T Conferences - Fall
Oct. 9	Early Dismissal
Oct. 10	No School - NEOEA Day
Oct. 17	End of 1 st grading period
Oct. 20	First day of 2 nd grading period
Oct. 30 & Nov 6	Mespo P/T Conferences – Fall
Nov. 21	Early Dismissal
Nov. 26 – Dec. 1	No School - Thanksgiving Break
Dec. 2	School Resumes
Dec. 19	Early Dismissal
Dec. 19	End of 2 nd grading period
Dec. 23 – Jan. 4	No School - Holiday Break
Jan. 5	Teacher In-service
Jan. 6	Student's return from break, Start of 3 rd grading period
Jan. 14	BMHS P/T Conferences – Spring
Jan. 16	Early Dismissal
Jan. 19	No School - MLK Day
Jan. 14	BMHS P/T Conferences – Spring
Feb. 12	Early Dismissal
Feb. 12	Mespo P/T Conferences – Spring
Feb. 13	No School
Feb. 16	No School – President's Day
Mar. 13	Early Dismissal, End of 3 rd grading period
Mar. 16	First day of the fourth grading period
Apr. 3	No School - Good Friday
Apr. 6	No School - Easter Monday
Apr. 17	Early Dismissal
May 15	GRADUATION
May 25	Memorial Day-No School
May 26	Last Day for Students & EARLY DISMISSAL
May 27	Teacher In-service

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PRINCIPAL WELCOME

Dear Parents and Students,

Welcome to Bloomfield Middle/High School! The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it.

Kevin Hogue, Principal **440 685-4711**

Brittany Muccio, Guidance Counselor **440 685-4735**

Kelli Sly, School Secretary **440 685-4711**

Gregg Isler, Superintendent of Schools **440 685-4711**

- On school grounds before, during, and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct has a significant impact on educational processes or activities.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal

Kevin Hogue
Principal Bloomfield MS/HS
"Small Town Education at its Best!"

Set to be Approved at August 2025 Board of Education Meeting

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your School Principal who you will find listed in the Staff Directory section of the handbook.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 20, 2024. If any of the policies or administrative guidelines referenced herein are revised after June 20, 2024, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website: www.bloomfieldmesposchools.org

MISSION STATEMENT

Bloomfield-Mespo Local Schools will maintain educational excellence by providing exceptional academics and a safe, nurturing environment which allows students the opportunity to develop the leadership and problem-solving skills which enable them to become productive citizens.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.(See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Gregg Isler
Superintendent
2077 Park Road West
N. Bloomfield, OH 44450
(440) 685-4711

Rob Hollada
Treasurer
2077 Park Road West
N. Bloomfield, OH 44450
(440) 685-4711
Rob.hollada@blmschools.org

Complaints will be investigated in accordance with the procedures described in Board Policy 2260 and page 39 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the School Principal or Guidance Counselor.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

BELL SCHEDULE

Students upon entering the building will report to their specified areas. Middle School, Grades 6-8 will report to the cafeteria. High School, Grades 9/10 will report to the music room. Juniors and Seniors are permitted to wait in the Junior/Senior Hallway. Once the bell dismisses, students will be permitted to visit their locker prior to going to their first class for the day. **NO STUDENTS WILL BE PERMITTED TO ENTER THE BUILDING BEFORE 7:10AM.**

Regular Bell Schedule

Students enter the building 7:10

Tardy Bell 7:34

1st Period 7:34-8:16

2nd Period 8:19-9:01

3rd Period 9:04-9:46

4th Period 9:49-10:40

5th Period 10:43-11:25

Lunch A 10:43-11:10

6th Period 11:13-11:55

Lunch B 11:28-11:55

7th Period 11:58-12:49

8th Period 12:52-1:34

9th Period 1:37-2:19

2:25-All students without adult supervision
must leave school grounds

Early Release Bell Schedule

Students enter the building 7:10

Tardy Bell 7:34

1st Period 7:34-8:06

2nd Period 8:09-8:41

3rd Period 8:44-9:16

4th Period 9:19-9:52

7th Period 9:55-10:28

5th Period 10:31-11:01

Lunch A 10:31-11:01

Period 6 11:04-11:34

Lunch B 11:04-11:23

Period 8 11:37-12:10

Period 9 12:13-12:46

12:49- All students without adult supervision
must leave school grounds

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I-GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance counselor and/or secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of

expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

Grade 8 students will meet with the guidance counselor in the spring of the year to schedule tentative classes for their high school years. Parents are invited to attend this meeting so as to counsel their child on educational choices and be aware of what is offered. A catalogue of classes being offered for the next year will be made available to parents and students before this meeting

Students desiring schedule changes should see the Principal or Guidance Counselor. Schedule changes should be requested as early as possible to avoid loss of class time. Students have 5 school days at the beginning of each semester to make schedule changes. Students who desire to drop a class after this time will receive a failing grade in the course to be dropped. The Principal has final approval of student schedules. As explained each year during scheduling time, it is the student's responsibility to plan for four years of high school education and to select courses which plan for a career or vocation and challenge the student to perform to his/her best abilities. Where conflicts are apparent during schedule requests, the administration will do its best to substitute or select the best possible choice for the student

EARLY DISMISSAL FROM SCHOOL

Students are not permitted to leave the school building during the regular school day without the supervision of a staff member and/or the permission of the principal. Students are not permitted to leave the school grounds without direct permission of a parent or guardian and the principal. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAW/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION AND FINAL FORMS

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

Bloomfield-Mespo Local School District has partnered with Final Forms, an online forms and data management service, to simplify the back-to-school process for our families while reducing our paper usage. Final Forms allows you to complete and sign enrollment, back-to-school, and athletic/club participation forms for your students.

Final Forms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! Final Forms also pre-populates information wherever possible for each of your students, saving you time.

You may review your data at any time throughout the school year to verify it is current. You will be required to sign your forms once per year and after any update or as additional forms are added. Some forms will require a student signature. Parents and Students to access and create a Final Forms account click the FinalForms tab on the district website: bloomfieldmesposchools.org , or use following link: [FinalForms](#).

We are asking that ALL Bloomfield-Mespo Local School District parents use FinalForms.

USE OF MEDICATIONS

The responsibility of giving medication at school is a serious one. It is preferred that medication be given at home whenever possible. If it must be given at school the Bloomfield Mespo Local School District follows the Ohio School Law. An Emergency Medical Form is include in FinalForms for the parent to list any medications.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has

submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
 - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NONPRESCRIBED (Over-the-Counter) MEDICATIONS

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available on [FinalForms](#) . Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at

any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASE

The School District has an obligation to protect staff and students from direct contact communicable diseases. When a direct contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Direct contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations including, but not limited to, the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extra-curricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the school nurse and assist the student in completing the requisite documents.

STUDENT WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the building principal at (440) 685-4711 to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Board Policy 5111.03-Children and Youth in Foster Care.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 440 685-4711.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at <https://www.bloomfieldmesposchools.org/>.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost.

Charges may be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT VALUABLES AND LOCKERS

Lockers are provided to students for the purpose of storing books, coats, and other limited personal belongings. Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

Students are encouraged to place a lock on their lockers at all times. Lock combinations or an extra key should be given to the office for emergency situations. While the lockers are provided for student use, it is important for students to be aware that lockers belong to the school. As such, they are subject to be searched or restricted when the situation is warranted. Students have no right to privacy when a matter concerns a locker, and each student is responsible for the contents of his/her locker at all times. Other than a student's daily lunch, food and beverage items should not be kept in the locker for health and sanitation reasons. Students are only permitted to keep clothing/shoes in a gym locker provided it has a lock on it.

BOOK BAGS/BACKPACKS/GYM BAGS

Book bags may be brought to school. However, they must fit in the student's locker and be kept there during the school day. Students may not carry book bags / backpacks / or gym bags from class to class. **No bags with wheels are permitted. String bags are considered backpacks. NO BAGS ARE TO BE KEPT ABOVE STUDENTS LOCKERS DURING THE SCHOOL DAY.**

MEAL SERVICE

Students eating in the school cafeteria are expected to display good manners and respect at all times. PBIS encourages students to follow directions, keep others safe by not sharing food, cleaning up their own space and listening to staff. Students are encouraged to be kind to others, take turns talking and listening in conversations while using an appropriate voice.

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Principal.

The School participates in the National School Lunch and Breakfast Programs called the Community Eligibility Provision (CEP) providing a healthy breakfast and lunch at school at no charge to students. Second meals and ala carte items are available for purchase. Students may also bring their own lunch to school to be eaten in the School's cafeteria.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the building secretary.

Students are assigned to a lunch period of at least 20 minutes. The lunch period is closed and students must remain in the cafeteria during this time. Lunchroom supervisors will announce procedures for lunch lines, meal purchase, etc. Lunchroom supervisors are in charge of the cafeteria and are expected to monitor student behavior and take actions necessary to correct problems. Students should expect to relax at lunch in a comfortable and peaceful atmosphere. Horseplay, disruption, loudness, etc. are not permitted and will be swiftly corrected. Students are responsible for knowing and following lunchroom procedures after day one, and for being in the cafeteria within the tardy bell. Students may not leave the cafeteria without permission of the lunch supervisor and must remain seated in the cafeteria except when carrying trays.

Food will be served from the cafeteria only during the time scheduled for breakfast and lunch. Students may not visit the cafeteria for snacks between classes or during study halls. No food or beverages will be sold to students at any time other than designated cafeteria hours. Clubs may sell candy or other food items in the cafeteria only with specific permission from the Principal.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are required to show a valid, government issued ID.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a town siren. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing in most cases between 6:00 and 7:00 a. m. Parents will be notified via a pre-recorded telephone message delivered to the phone number on file. An announcement will also be made on local TV Channels 21, 27, and 33. Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS

Parents are welcome and encouraged to visit the school. Visitors must report to the office upon entering the School with a valid, government issued ID to obtain a pass. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of one week. To check out any other materials, contact the librarian.

Return books to the return box next to the front desk. Do not leave items on top of the checkout desk. If they are misplaced from there, it is the student's responsibility. If you are absent the day your materials are due, bring the items back on the first day you return to school.

Any student who checks out materials is responsible for returning such materials on time and that the materials are kept in good condition. If materials are returned late students receive a warning. Fees may be assessed to students for abuse of materials or checkout privileges.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

LOST AND FOUND

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONE

Students may be permitted to use the office phone for appropriate reasons during their lunch period. Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF PERSONAL COMMUNICATION DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based

upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Generally speaking you are not permitted to use your phones at any point during the school day.

1. The use of electronics is a privilege.
2. Within the school there is no picture taking, video recording, audio recording, or phone calls to be made.
3. Your PCD must remain on silent/vibrate.
4. Do not use the speaker on your PCD for any reason.
5. If we see anything inappropriate on your PCD or if you fail to follow the rules, your device will be taken.
6. Students bring their devices for use at Bloomfield MS/HS at their own risk. It is their responsibility to protect and secure their devices.
7. The student understands that bringing on premises or infecting the network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions.
8. No earphones/earbuds will be worn in hallways.
9. Students are not to use their PCD to communicate to parents (or anyone) to be released from school during the day.
10. Please remember all acts of cyberbullying (Board Policy 5517.01) will be dealt with and will also apply during school day use.

If a student violates this policy, a teacher or administrator shall take the following progressive disciplinary measures:

1st Violation: Verbal warning

2nd Violation: Teacher/administrator takes phone for the remaining duration of the class or period.

3rd Violation: The student's cell phone will be placed in the school's central office for the remainder of the school day.

4th Violation: The student's cell phone will be placed in the school's central office for the remainder of the school day and the parent will have to come to the school to pick up the phone.

Additional violations may result in disciplinary actions outlined in Board Policy.

DRUG TESTING STUDENTS

Prior to obtaining parking privileges, participating in interscholastic athletics, or participating in extracurricular activities; a student participant and the student participant's parent/guardian shall read, sign, and return the school district's Informed Consent Agreement. This agreement shall be binding while the student attends the Bloomfield-Mespo Local Schools.

A student who doesn't return the signed agreement is prohibited from participating in any interscholastic athletics, extracurricular activities, or obtaining parking privileges. Participating is defined broadly to include attending a tryout, attending a meeting, attending a practice, and participating and/or sitting with a team/club/organization at a game, practice, performance, rally, or ceremony.

The Drug Testing Policy can be found on the school district website under board policy 5533.

INSURANCE

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents. A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

MILITARY

Parents and high school students should be advised that their child's name, address, and telephone number will be provided to the military recruiters upon their request. Parents, if you do not want your child's information provided to military recruiters, please notify the high school office in writing that you do not want this information released.

PICTURES

The school selects a photographer to take student pictures. Students may take advantage of the price packages to purchase pictures on the day pictures are taken. This information will be announced in advance. Seniors are encouraged to complete senior portraits before mid-October.

SECTION II-ACADEMICS

COURSE OFFERINGS

A complete list of course is available in the Course Description and Scheduling Handbook located on the school website: [Course Description and Scheduling](#).

GRADING PERIODS

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

To calculate a nine week's letter grade, the total points earned in a class and divides by the total points possible; which gives a percentage corresponding to the letter grade in the above scale.

Grades are rounded up to the 10ths decimal place: 0.5 and higher are rounded up and 0.4 and lower are rounded down. Example 92.5 rounds up to 93% and 92.4 rounds down to 92%

Semester Exams for Semester Classes

Each student will take a semester exam in a semester class. Exam grades will be shown on the report cards. Under this system for averaging letter grades, the percentage earned on the semester exams will become more impactful in contributing to the semester average and final grade. It is essential that students take time to study and prepare for exams.

Semester Averages

Each nine week's grade is weighted twice as much as each semester exam. The first semester average is a numeric average of the 1st nine weeks' grade, the 2nd nine weeks' grade, and the 1st semester exam. The 2nd semester is a numeric average of the 3rd nine weeks' grade, the 4th nine weeks' grade, and the 2nd semester exam.

Additional Considerations to Calculating Grades

- In a yearlong class students must: (1) pass at least 2 out of 4 nine weeks' grading periods and (2) have a passing grade for the 2nd semester.
- In a semester course students must pass the latter of the two nine weeks' grading period (2nd or 4th nine weeks)

In ProgressBook, it may seem mathematically possible to average a passing grade; however due to the above considerations a student can still fail a course. This ensures consistent effort by the student and the learning process continues throughout the course.

GRADUATION REQUIREMENTS

Students are required to meet the following three graduation requirements:

- 1.) **CREDIT REQUIREMENT:** Students must earn a minimum total of 21 credits in specified subjects and take the required tests. You also must receive instruction in economics and financial literacy, cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved

source (unless the student is exempted from such training due to disability or by written request of the parent) and complete two semesters of fine arts.

<u>Subject</u>	<u>Units Required</u>
English Language Arts	4
Health	½
Physical Education	½
Mathematics	4
Science	3
Social Studies	4 *(3 for TCTC Students)
Electives	5

4 of the 5 electives must be selected from one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, or English language arts, mathematics, science, or social studies courses not otherwise required.

- 2.) **COMPETENCY REQUIREMENT:** Earn a passing competency score on Ohio's Algebra I and English Language Arts II tests. Competency cut score shall be 684 for both the Algebra I and English language arts II end-of-course examinations. Students who receive a passing score on Algebra I or English Language Arts II prior to entering high school will fulfill this requirement and will not retake the test. Students who do not pass the test will be offered additional support and must retake the test at least once. After you have taken the test, there are three additional ways to show competency
- Demonstrate two career focused activities
 - Enlist in the Military
 - Complete college course work
- 3.) **SEALS REQUIREMENT:** Earn two diploma seals. The seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

For more information on steps two and three visit education.ohio.gov/graduation

- ☐ Community Service Requirement is required for graduation and class credit for World History, American History, and Government.
- ☐ It is expected that students who are not attending the TCTC take a minimum of four academic classes per year. (*recommended below)

GRADES

Bloomfield High School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the

beginning of the course. If a student is not sure how their grade will be determined, the student should ask the teacher. The School applies the following grading system.

A = 92-100%

B = 83-91%

C = 74-82%

D = 66-73%

F = 0-65%

GRADE POINT AVERAGE

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half (.5) credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation. Students who have an excused absence are permitted to make-up or turn in homework upon their return to school. A student will be given the number of days they were absent to make up missed work, and it is their responsibility for obtaining missed assignments. Students who have unexcused absences will not receive credit for missed work. All assigned homework will have a due date. Late work may be accepted by the teacher, but not for full credit.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated and a failing grade may be recorded for the work. Parents will be notified. A second offense in any course will result in disciplinary action, which may include suspension from school. Plagiarism is copying someone else's words and using them as your own. Any acts of plagiarism intentional or accidental will be considered as cheating.

EDUCATIONAL OPTIONS

Bloomfield High School provides alternative means by which a student can achieve the goals of the District, as well as the student's personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

GUIDANCE

The Guidance Department of Bloomfield High School functions for the purpose of giving personal assistance to students making plans and decisions regarding their education, vocation, employment, life skills, and all personal adjustments.

Students are encouraged to visit the guidance office for assistance in making adjustments to school, for determining progress in academic work, for getting information about job opportunities, assistance in the choice of colleges, application for scholarships, and materials

concerning pre-college testing programs.

All discussions with the counselor are considered confidential at the discretion of the student.

Students should keep in mind that the Principal and teachers are willing to assist them in a guidance capacity and should never hesitate to seek their advice or recommendation. Students wishing to speak with the counselor should make an appointment to meet with the counselor before or after school or during a study hall. Parents are invited to make appointments with the counselor regarding their children and their concerns.

PHYSICAL EDUCATION

Students are expected to participate in Physical Education classes just like any other class. With a doctor's excuse prohibiting specific physical activity the teacher may give alternate assignments. Students are required to change clothes for gym classes in order to promote healthy hygienic habits

COLLEGE CREDIT PLUS (CCP)

Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under eighteen (18), written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the guidance counselor to obtain the necessary information.

ONLINE COURSES

Students will have the opportunity at their expense to take Board approved elective courses online through a school approved provider. These courses are elective classes that are not offered at Bloomfield Middle/High School. Courses will be reflected on the student's high school transcripts as credits earned toward graduation. Interested students should see the school guidance counselor for more information.

TRUMBULL CAREER AND TECHNICAL CENTER (TCTC)

Bloomfield High School juniors and seniors are given the opportunity to attend the TCTC to pursue a vocational career. Juniors are required to attend all day at the TCTC, while seniors have the option of attending Bloomfield in the morning and the TCTC in the afternoon if their schedule permits. Students who are credit deficient at the end of their sophomore year and plan to attend the TCTC will need to attend summer school or an online school to make up for deficient credits at their own expense. Students are therefore encouraged to make the necessary effort to ensure that they have passed all coursework prior to the transition to TCTC.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

Honor Roll/Merit Roll

The Honor Roll is a special recognition for academic achievement. It is based on the grades reported from the previous grading quarter or semester. Honor Roll students must receive no grade lower than a B on the grade report.

The Merit Roll is an additional recognition for good student work. It is based on the grades reported from the previous grading quarter or semester. Unlike the Honor Roll, which does not permit grades less than a B, Merit Roll students may have achieved an individual class grade of C if their overall grade average for the quarter/semester/year is at least a B.

CREDIT FLEXIBILITY

Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs, and the use of multiple measures of learning. Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st century skills.

The deadlines for utilizing the credit flexibility option are October 15 and May 15. For students wanting more information on Credit Flexibility, see the guidance counselor.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

SECTION III-STUDENT ACTIVITIES

ATHLETICS AND ACTIVITIES

Students are reminded that all school policies, rules, regulations and expectations are in effect at athletic events, student activities, and at any other time that our school is involved in sponsoring an activity. We ask that students conduct themselves as they would in the classroom. At the same time we encourage students to take enjoyment in student activities, but remember that participation in extracurricular activities is a privilege not a right. This can be done with common sense, concern for others, respect for the school, and pride in yourself. Be aware of the following guidelines:

1. Good sportsmanship is the guideline for all interscholastic athletic programs. Cardinal fans represent their team, school, and communities with pride and class.
2. Doors for fans at home games open 30 minutes before game time. Students in attendance **MUST REMAIN IN THE BUILDING DURING THE GAME**. If you pay to be admitted to volleyball and basketball games and leave the building, you may not reenter
3. The school will be cleared of all spectators within 15 minutes after the end of a Game.
4. The playing of the national anthem before a contest is a respectful way for our school to acknowledge our country. Disrespect will not be tolerated.
5. Some of the activities available to Bloomfield Middle/High School students:

Prep Bowl	Volleyball	Cheerleading	Home Ec Club
Basketball	Track	Chorus	Science Club
Baseball	Musical	Softball	Spanish Club
Bowling	Band	E Sports	National Honor Society

All activities and athletic teams need help. If you choose not to participate as a team member, consider helping the program as a trainer, manager, statistician, etc. You would be an invaluable part of the team. Team members are expected to abide by policies, guidelines, and team rules which are established by the administration and coaching staff. Furthermore, team members and parents should attend the coach's pre-season rules meeting to help better understand the expectations and demands for an upcoming season. The team bus to away games is for the team members and assigned personnel only. In order for a student to participate in extracurricular activities and interscholastic athletics, students must have passed five (or the equivalent credit) courses the preceding grading quarter, if in the high school. In junior high, grades 6, 7 & 8, a student must pass five classes the preceding quarter. Eligibility is based on the grading quarter, as prescribed by the OHSA. A student must be in attendance $\frac{1}{2}$ of the school day (four full periods) in order to participate or attend an extracurricular activity. A student must be in attendance until 10:40 A.M. or must arrive by 10:40 A.M. to be considered present for one half day. Any student absent from school on Friday is not permitted to attend any school functions that take place on Saturday. Exceptions to this rule may be granted in

advance by the building principal. Some student activities may have specific guidelines for participation or eligibility, such as cheerleading, National Honor Society, musical, etc.

ACADEMIC ELIGIBILITY

In order to be eligible for any co-curricular, interscholastic and noninterscholastic extra-curricular activity, a student must comply with Ohio High school Athletic Association Requirements for the grading period prior to the grading period in which the student wishes to participate. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization chartered by the National Association of Secondary School Principals. The membership is based upon excellence in four areas: Scholarship, Leadership, Service and Character.

Selection Procedure:

1. Only juniors and seniors who have attended Bloomfield High School for at least one complete semester may be eligible for selection. TCTC students who meet all other criteria are eligible for selection.
2. In order to meet the academic requirement, students must have accumulated at least a 3.00 grade point average (before rounding off) based on complete semesters in grades 9 - 12.
3. Those students qualifying with the needed point averages shall complete a profile, listing activities, honors, organizations, offices, or other items relating to service or leadership in school or community on a form provided by the NHS advisor. This information shall be shared with the faculty selection committee.
4. The faculty committee will meet to consider each candidate. It may seek input from other faculty members, including those at the TCTC.
5. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable time to correct the deficiency, except in the case of a flagrant violation of school rules or civic rules which does require a warning.
6. As part of the selection process, complete NHS guidelines will be given to all students who are eligible for admission to the NHS.

SECTION IV-STUDENT CONDUCT

ATTENDANCE POLICY AND PROCEDURES

Our school district believes in education and developing students who accept responsibility and who exercise self-discipline. Regular and prompt attendance in school is important in order for each student to do his/her best, to reach his/her potential, and to develop habits and attitudes that will promote success and security for the student throughout the future. It is therefore an expectation of this school district that students accept the responsibility, both personally and under Ohio law, to be in regular attendance in school and to accept the consequences for absence which is not in accordance with Board of Education Policy.

Under Ohio State Law, the parent(s) or guardian(s) of minor students are responsible for ensuring

that their children are present in school and, when they are not in attendance, for notifying the school immediately as to the reason for absence. Notification needs to take place within 48 hours of a student's absence/tardy.

Definitions of Excused Absences

Excused absences must be outlined and defined so that attendance procedures can be appropriately and consistently applied. In general, absence is the failure of a student to report to school or to a class when assigned for instruction. Absence from school is legal for the following reasons under Section 3301.51.13 of the Ohio Administrative Code:

1. Personal Illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Work at home because of the illness of parents or guardians
6. Observance of religious holiday
7. Family emergency or set of circumstances which, in the judgement of the Superintendent*, constitutes a good and sufficient cause for absence from school. (*interpreted as the Superintendent or his/her designee)
8. Religious Expression Days

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Personal illness is always a concern to the school, and this school district does not believe that children who are truly ill should be forced to attend school and jeopardize their health. However, it is the expectation of the school that students who demonstrate a pattern of illness should receive medical attention. The following guidelines address some specific concerns. Family vacations should be scheduled on days when school is not in session. In extraordinary circumstances, when the parent can demonstrate the necessity for requesting the child's absence for this reason, the Principal may approve

Attendance Communication

Parents are asked to call the school at 440-685-4711 between 7 A.M. and 8 A.M. when a student is absent. If no call is received, the school will attempt to phone the parent/guardian at home. A dated note, signed by a parent/guardian, is to be returned to the school when your child is absent. Notes must be brought in within 48 hours for an absence to qualify as excused.

Corrective Measures & Penalties

The school district, working in conjunction with the juvenile court, has the duty to take measures to improve chronic absenteeism, truancy, and tardiness. While specific responsibility for each action can be specified in procedures delineated by the administration, the following shall be used to create a graduated and consistent approach to dealing with excessive absenteeism.

Excessive Absence

The State of Ohio expects its schools to set a standard of 90-96% daily attendance rate for its student body. In a 180-day school year, a 90% minimum attendance standard for a single student would mean the student was absent from class/school for 18 days. This school district does not expect students to be absent that often. On the other hand, if a student exceeds a total of 18 unexcused days of absence for the school year (to include all absences other than those accompanied by a medical excuse - see below), the student is in danger of losing credit for the school year in the affected classes and/or in being retained in his/her present grade. The administration will keep students and parents informed about their attendance record and the right of the student to due process.

Truancy

Unexcused absences are considered truancy. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a month, 72 or more hours in a year.

If a student is designated as “habitually truant”, the District will form an intervention team consisting of an administrator, parent, and a school staff member. If a student has unexcused absences of 38 or more hours in a month or 65 or more hours in a school year, written notice will be provided to the parents within seven days.

Medical Excuses

Student absences under medical excuse are not included in the 18 days identified above. Medical excuses, in order to be considered by the school administration, must be presented no later than 24 hours after the student’s return to school, must clearly identify the reason for the doctor sanctioning the student’s absence from school, and must clearly note what date(s) are being approved by the doctor. The administration reserves the right to request a medical excuse from a student for absence at any time in order to clarify whether an absence is legally excused.

Tardiness to School

Tardiness to school will be excused or unexcused as per the Ohio Revised Code guidelines and district interpretation as are daily absences. Tardiness or early dismissal of two hours of the school day shall be considered as one-half day of absence. A signed note with an allowable excuse must be brought in within 48 hours for a tardy to qualify as excused.

Unexcused Absence

Student absences for reasons that are not deemed *legal* under the Ohio Revised Code and not excused under school district policy and procedures are considered unexcused. Students may not make up work missed during an unexcused absence and discipline as per the student conduct code will result. If a student has an excused absence and fails to bring in a note signed by a parent/guardian and/or physician within 48 hours, the absence will be considered unexcused.

Revocation of Driver's License

Whenever a student has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence during any semester, the student and parents, guardian, or custodian of the record of excessive absence will be notified of the District's intent to notify the Bureau of Motor Vehicles (O.R.C. 3321.13).

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the building Principal or Guidance Counselor.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should check Google Classroom and/or contact the teacher as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, the student should make arrangements with the teacher to take the test at another time. If the student misses a State-mandated assessment test or other standardized test, the student should consult with the Guidance Counselor or Building Principal to arrange for administration of the test at another time.

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all students in the class; and
- all students in the class the opportunity to learn.

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The following guidelines are to be followed:

1. Courtesy, good taste, common sense, and cleanliness are in effect at all times. Students should ask questions in advance if they wish to clear particular dress.
2. Proper dress and grooming are the responsibility of the parent and student, but the school does have the right and obligation to set basic standards and to provide consequences when standards are not met.
3. Clothing, shirts and pants (including torn jeans), which overexpose too much skin in inappropriate areas and are revealing are not permitted.
4. Clothing that bears obscene, offensive or chemical slogans and/or obscene, offensive or chemical advertisements are not permitted.
5. Hats, headgear, handkerchiefs worn on the head or sunglasses are not permitted. Exceptions will be made for Amish bonnets and medically necessary head coverings.
6. In cold weather, students are encouraged to wear sweaters, sweatshirts or sweatshirt jackets. Students may wear windbreakers that match with their outfit, or that zip down only partially.
7. Shorts, skirts and other clothing normally worn above the knee are permitted under the following conditions:
 - a. Skirts must be of reasonable length, reaching approximately just below fingertip length.
 - b. Shorts must be loose fitting, and have at a minimum a 4-inch inseam (no short shorts).
8. Certain classes may require students to wear long pants for safety measures. Students will be made aware of this policy and shall come to school suitably prepared.
9. Shoes and/or sandals must be worn at all times. Flip-flops or slippers are not permitted.
10. Open shirts, midriff tops, pajamas, tank tops, see-through mesh tops are not permitted when worn as the primary piece of clothing.
11. Pants and shorts must be worn tight enough around the waist so as not to expose undergarments and/or skin.
12. If it causes a distraction in any way to others or classroom instruction, you may be asked to cover or remove something as deemed by school administration.

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school

property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of

harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial

parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

PROTECTION OF INDIVIDUAL BELIEFS

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

TITLE IX SEXUAL HARASSMENT

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The above is in accordance with the Board adopted Policy 2266 on Nondiscrimination on the basis of sex in education programs or activities.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Possession/Use of drugs and/ or alcohol

Possessing, using, transmitting, concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, the building principal may request the student in question to submit to any appropriate testing including, but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one (1) other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.

Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school vehicle that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm, or knowingly displaying or brandishing the object and indicating it is a firearm.

Use and/or possession of a weapon

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing death or serious bodily injury.

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to, explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation.

Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property.

Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

Aiding or abetting violation of school rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Possession of electronic equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the person in charge. Examples of prohibited devices include, but are not limited to, radios, “boom-boxes”, headphones, CD/MP3 players, portable TV’s, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

Violation of bus/school vehicle rules (see Section V – Transportation)**Interference, disruption, or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Hazing

Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Violent Conduct

Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

Possession of Pornography

Possessing sexually explicit material.

Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school vehicle rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- lunch-time, after-school detention;
- in-school discipline;
- Saturday school.

Detentions

Lunch detention consists of 30 minutes in a designated area where the student will eat their lunch.

After school detentions consist of 30 minutes of study time. If this is given as an option, the student agrees to abide by After School Detention rules and bring schoolwork. The student understands that failure to serve a 30 minute after school detention may result in further disciplinary actions including out-of-school suspension.

In-School Discipline

Saturday School will be assigned by the Principal and may function as a step prior to suspension. Saturday School will be in session from 8:00 am to 12:00 pm. Failure to serve Saturday School may lead to suspension. Transportation to and from Saturday is student/parent's responsibility.

In-school discipline allows for an alternative to out-of-school suspension. In-school discipline will only be offered at the discretion of the building principal for offenses found in the Student Code of Conduct/Student Discipline Code. As long as the in-school disciplinary alternatives are served entirely in the school setting, they will not require any notice, hearing or appeal rights. Any student who is issued an in-school disciplinary assignment shall serve such assignment in a supervised learning environment within the school setting and shall be permitted to complete any classroom assignments missed because of the in-school discipline.

The following rules apply to Lunch Detention, After School Detention, In-School Discipline **and** Saturday School:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

Transportation to and from Saturday school is the student's/parent's responsibility.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will

extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities, such as band and athletics, can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 14 calendar days after the date of the notice to suspend, to the Treasurer of the Board or the Superintendent. The request for an appeal must be in writing and contain the reason(s) that the suspension is being appealed.

The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal or Assistant Principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing is required for any removal under this policy.

A due process hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place on the next school day after the date of the initial removal and will be held in accordance with the procedures outlined in the Policy 5611 - Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include:

- the reasons for the intended expulsion, the charges against the student, and the approximate date of the violation;
- notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action;
- notification of the time and place to appear.

Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given.

Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;

- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises.

Positive Behavior Intervention and Supports (PBIS)

PBIS means a multi-tiered, school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes, and increasing learning for all students. PBIS includes a decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Behavioral Expectations

Bloomfield High School has four behavioral expectations outlined in our 4R's model: Respect for Self, Respect for Others, Respect for Property, and Respect for Learning.

A school-wide behavior matrix shows the various school settings with the behavioral expectations in the left column. Each matrix junction (box) contains the behavior expectation in that particular setting. The matrix establishes a common language for staff and students.

	Respect for SELF	Respect for OTHERS	Respect for PROPERTY	Respect for LEARNING
Classroom	<ul style="list-style-type: none"> • Be organized and prepared • Have a positive attitude • Be on time • Do your best • Use personal devices when permitted 	<ul style="list-style-type: none"> • Be attentive of others • Appropriate school language/volume • Respect personal space / boundaries/belongings • Honor opinions of others • Use adult's courtesy titles 	<ul style="list-style-type: none"> • Proper care of Chromebook • Use classroom / borrowed materials appropriately • Return borrowed items 	<ul style="list-style-type: none"> • Come with Chromebook charged • Complete work on time • Come to class prepared • Appropriate volume control
Cafeteria	<ul style="list-style-type: none"> • Follow directions • Use manners • Eat your own lunch • Wait your turn in line • Use personal devices 	<ul style="list-style-type: none"> • Keep others safe by not sharing food • Sit in your seat • Appropriate school Language / Manners 	<ul style="list-style-type: none"> • Clean up your own area • Push in your own chair • Keep your feet on the floor 	<ul style="list-style-type: none"> • Report issues to an adult • Honor opinions of others

	when permitted	<ul style="list-style-type: none"> • Wait your turn in line • Use adult's courtesy titles 		
Hallway	<ul style="list-style-type: none"> • Walk quietly • Step lightly • Walk safely without running or jumping • Use your own locker • Use personal devices when permitted 	<ul style="list-style-type: none"> • Be attentive of others • Appropriate school language/ volume • Respect personal space / boundaries/belongings • • • Use adult's courtesy titles 	<ul style="list-style-type: none"> • Use your own locker • Keep the hallways clean • Be mindful of your surroundings 	<ul style="list-style-type: none"> • Appropriate volume • Be attentive of others • Arrive and return to your destination in a timely manner • Appropriate school language
Restroom	<ul style="list-style-type: none"> • One person in a stall at a time • Practice good hygiene • Flush the toilet • Use restroom for intended purpose • Use personal devices when permitted 	<ul style="list-style-type: none"> • One person in a stall at a time • Practice good hygiene • Flush the toilet • Respect privacy • Use restroom for intended purpose 	<ul style="list-style-type: none"> • Use equipment properly • Place paper towels in trash • Use the appropriate amount of soap and paper towels 	<ul style="list-style-type: none"> • Arrive and return to your destination in a timely manner
Gymnasium/Locker Room	<ul style="list-style-type: none"> • Be prepared • Have a positive attitude • Appropriate clothing • Do your best 	<ul style="list-style-type: none"> • Good sportsmanship • Encourage others • Appropriate school language • Respect personal space / boundaries/belongings • Use adult's courtesy titles 	<ul style="list-style-type: none"> • Respect equipment • Use equipment appropriately • Return equipment to the correct place 	<ul style="list-style-type: none"> • Report issues to an adult • Be prepared in a timely manner
Music Room	<ul style="list-style-type: none"> • Be prepared • Have a positive attitude • Do your best • Sit and use active listening • Use your own materials 	<ul style="list-style-type: none"> • Sit and use active listening • Respect personal space / boundaries/belongings • Be attentive of others • Use adult's courtesy titles 	<ul style="list-style-type: none"> • Respect personal space / boundaries/belongings 	<ul style="list-style-type: none"> • Report issues to an adult • Sit and use active listening • Do your best
School Bus	<ul style="list-style-type: none"> • Stay seated • Sit Safely (face forward, feet on floor) • Keep aisle clear • Keep hands feet and objects to self • Appropriate volume 	<ul style="list-style-type: none"> • Respect personal space / boundaries/belongings • Be attentive to surroundings • Stay in assigned seat • Appropriate school language • Use adult's courtesy titles 	<ul style="list-style-type: none"> • Respect personal space / boundaries/belongings • Students will go to their assigned seat and remain in their seat until leaving 	<ul style="list-style-type: none"> • Report issues to an adult • Appropriate volume • Listen to bus driver

SECTION V-TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides transportation for all students who live farther than 0 miles from school. The transportation schedule and routes are available by contacting the building secretary at (440) 685-4711.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

CONDUCT ON SCHOOL VEHICLES

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicle as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove, or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle. (See Suspension of Bus Riding/Transportation Privileges, above).

SELF TRANSPORT TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- Students must be registered in the Principal's Office prior to driving to school.
- Students and their parents shall complete the Student Vehicle Form-Application to Drive Vehicles on School Property available on FinalForms or the in Principals Office.

- Students must provide evidence of
 - Driver's license
 - Insurance certificate
- Students are required to obey the parking lot speed limit of 5 mph or 20 mph school limit beyond the east drive of Park Road West.
- The student must obtain a permit from the Principal's Office.
- All vehicles entering school property are subject to search and inspection.
- All students park on the south side (back) of the school building behind parking barriers.
- Student drivers will be dismissed after the last bus has turned the southwest corner of the building.
- When the School provides transportation, students shall not drive to school-sponsored activities.
- Student drivers may not give rides to other students without parental permission of both sets of parents.
- Students are prohibited from operating motorcycles and ATV's on school property.
- The school parking area and all school grounds are considered as part of the school building; all school rules and regulations are in effect all hours of the day.
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
- All vehicles entering school property are subject to search and inspection.

BICYCLES

Students are welcome to ride bicycles to school, but they must be aware that they are responsible for the safety and securing of their bicycle. A bicycle parking area can be found at the east side of the building. Students riding bicycles home must wait until buses and student/parent drivers have departed.

ANNUAL NOTICE TO PARENTS

The link to the Bloomfield-Mespo Local School Board policies can be found on the District Tab under of Board of Education on the school website:

www.bloomfieldmesposchools.org

A copy will be provided to anyone not having access to our website. Please contact the office to request a copy.

The following is a guide to the policy Table of Contents:

- 2111 Parent & Family Involvement
- 2260 Nondiscrimination and Access to Equal Educational Opportunity
- 2261.01 Title I Services
- 2413 Career Advising
- 2416 Student Privacy and Parental Access to Information
- 2623 Student Assessment and Academic Intervention Services
- 3120 Employment of Professional Staff
- 4120 Employment of Classified Staff
- 5500 Student Conduct
- 5512 Use of Tobacco
- 5517 Anti-Harassment
- 5517.01 Bullying and Other Forms of Aggressive Behavior
- 5530 Drug Prevention
- 5610 Removal, Suspension, Expulsion, and Permanent Exclusion Students
 - 5610.01 Permanent Exclusion of Nondisabled Students
 - 5610.04 Suspension of Bus Riding/Transportation Privileges
 - 5610.05 Prohibition from Extra-Curricular Activities
- 5611 Due Process Rights
- 5630.01 Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
- 5771 Search and Seizure
- 5772 Weapons
- 7440.01 Video Surveillance and Electronic Monitoring
- 8310 Public Records
- 8330 Student Records
- 9130 Public Complaints
- 9150 School Visitors
- 9160 Public Attendance at School Events

DIRECTORY INFORMATION

According to Board of Education Policy 8330 Student Records, the Superintendent is required to provide public notice to students and parents of the district's intent to make available, upon request, certain information known as "directory information".

As per Ohio Revised Code 3319-321 (2) (a), this document serves as your public notice that the Bloomfield-Mespo Local Schools intends on making "directory information" available upon request.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the school district with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" records without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of the directory information is to allow the school to include this type of information from your child's education records in certain school publications such as: yearbooks, honor roll, graduation programs, playbills, sports activity sheets, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters upon request with the following information: names, addresses, and telephone listings unless parents have advised the LEA they do not want their student's information disclosed without their prior written consent. These laws are Section 9528 of the Elementary and Secondary Education Act (20 USC & 7908 and 10 USC & 503(c)).

If you do not want the Bloomfield-Mespo Local Schools to disclose directory information from your child's education records without your prior written consent you must notify the Principal in writing by September 30th. The Bloomfield Mespo Local Schools has designated the following for directory information.

- Name, Address, and Phone number
- Height and Weight
- Birthday and Place of Birth
- Date of Graduation
- Major Field of Study
- Awards Received
- Participation in officially recognized sports and activities

MEAL CHARGING GUIDELINES

The Bloomfield-Mespo Local School District offers healthy meals to all students every school day.

1. Insufficient funds or negative balances for students may initiate a letter to families at the end of each month or as directed by the Food Service Director or Building Principal.
2. Insufficient funds or negative balances for students may initiate a phone call if charges continue to occur and the district has not received any response from previous letters by the building principal or designated employee.
3. Insufficient funds or negative balances for students may initiate providing the student with a National School Lunch Program alternate meal which includes an entree, vegetable, fruit, and milk or a National School Breakfast Program alternate meal which includes an entrée, fruit, and milk (at a minimum \$20 deficit).
4. Charging does not apply to the a la carte menu and students with a negative balance will not be allowed to purchase a la carte snacks.
5. It is important to note that negative balances are carried into the next school year as a school fee and students at the high school level may not be able to attend the graduation ceremony until negative balances are rectified.
6. Any student requiring lunch due to medical reasons will not be denied access to a reimbursable lunch. The necessary documentation by a physician should be on file with the school nurse.
7. Staff will not be permitted to charge items once their Meal Account has reached a deficit of \$25.00 until negative balances have been rectified.
8. Payments may be made by cash or check in the cafeteria or given to the building secretaries to be processed for the next meal service. Payments may also be paid online via your Payschools Central Account. Positive meal account balances will be carried over to the next school year.

Any questions related to the information provided here can be addressed by each school building principal or you may also email any questions to the Food Service Director, Evan Daniels at evan.daniels@blmschools.org.

Thank you for your attention to the food service program and its guidelines.